

18 October 1983

MEMORANDUM FOR: Executive Officer  
Office of Personnel

FROM:

[REDACTED]  
C/HRPS

SUBJECT: Weekly Activities Report

1. HRPS representatives met with [REDACTED] (ADRB) concerning his recent efforts to improve the reporting capability of the system. As a result of the meeting, several anomalies concerning the reporting of conversions, COMMO applicants, and wageboard employees were surfaced for clarification, and an experiment in historical reporting was developed.

2. HRPS was contacted by the Chief, Building Planning Staff this week with a request to be provided a copy of our recommendations for tour schedules for the Headquarters complex in FY 1988. We agreed to provide him, [REDACTED] with a copy of the recommendations, when completed. He has been informed that we have now just completed the initial draft for typing. He indicated no difficulty with our progress to date in recommending tour schedules for Agency organizations to be located in the expanded Headquarters complex in FY 1988 - with a goal of reducing traffic congestion.

[REDACTED]